

CO-OPERATIVE FEDERATION OF VICTORIA LTD

MINUTES OF BOARD MEETING

held at Victorian Producers' Co-operative Co., Brooklyn, on

THURSDAY 20 JUNE 1996

25/96 PRESENT:

J. Gill	Chairman
K. Chester	
D. Griffiths	
B. Harford	
V. Hughes	
D. McMullan	
I. Rissstrom	
A. Gill	Secretary

26/96 APOLOGIES:

V. Ogier

Resolved

"That the apology be accepted."

27/96 MINUTES PREVIOUS MEETING:

Resolved

"The minutes of the Board meeting held on 18 April, 1996 be confirmed as a true and correct record of that meeting and be duly signed by the Chairman."

28/96 BUSINESS ARISING FROM MINUTES:

Casual Vacancy

The secretary reported that two persons expressed interest in filling the casual vacancy, Ms. Jane Dixon, of the Community Enterprise Network Co-operative, and Mr. Ron Howell of the South West Association of Co-operatives. Mr. Howell later withdrew his interest because of work commitments.

Resolved

"For the secretary to invite Ms. Jane Dixon to fill the casual vacancy."

Co-operative Opportunities Project

Vern Hughes reported that the first two discussion papers have been distributed to members, 60 selected organisations and individuals, and the media.

Resolved

"The directors thank Mr. Hughes for his efforts and to proceed with the next 2 discussion papers."

Strategy working party

The secretary reported that the working party has not met since the last Board meeting.

Community co-operatives seminar

The secretary reported that the seminar was cancelled due to insufficient numbers.

Photocopier and fax machine

The secretary reported that the photocopier has been ordered and fax machine purchased. The secretary advised that the lease for the photocopier requires the use of the Federation's common seal.

Resolved

"The board authorises the affixing of the common seal on the lease agreement with Canon Finance Ltd and for two directors to attest the affixing of the seal."

29/96 CORRESPONDENCE:

Incoming and outgoing correspondence was tabled.

The secretary reported that Genetics Australia Co-operative Society Ltd has sought a share certificate and advised that the share certificate requires use of the Federation's seal.

Resolved

"That incoming and outgoing correspondence be approved."

"The board authorises the affixing of the common seal on the share certificate of Genetics Australia Co-operative Society Ltd and for two directors to attest the affixing of the seal."

30/96 MEMBERSHIP:**Applicants for membership**

The secretary advised that no applications for membership have been received since the last Board meeting.

Member delegates***Resolved***

"That the following delegates be accepted pursuant to the rules:

<i>Name of Nominee</i>	<i>Member Co-operative</i>
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<i>Mr. Trevor Nitschke</i>	<i>Rupnorth Co-operative Ltd</i>
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<i>Ms. Jane Dixon</i> <i>(to replace Brett Constable)</i>	<i>Community Enterprise Network Co-operative Ltd</i>
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Non financial members

The secretary tabled a list of non financial members as at 20 June, 1996.

Budgeting framework

The secretary tabled a draft budgeting framework, including a budget for the 1996/97 financial year.

Resolved

"The board approves the draft budgeting framework and budget."

"That the consultancy fee for the tasks outlined in the framework remain at \$1,520 per month to 30 June, 1997."

"The secretary shall receive a fee of 40% of the total of annual subscriptions received from new members, up to a maximum of \$400 per new member, payable upon receipt of the subscription by the Federation, and for the arrangement to be reviewed within the context of the 1997/98 budgeting framework."

"That the Federation engage the Community Enterprise Network Co-operative Ltd to prepare financial reports for the board, and to maintain journals, ledgers etc for the Federation's audit."

"For the Federation to apply for membership of the Community Enterprise Network Co-operative Ltd."

"That funds of up to \$80.00 be allocated to the purchase of a telephone answering machine for use by the Project Co-ordinator of the Co-operative Opportunities Project."

32/96 STATE GOVERNMENT REPORT:

Co-operatives legislation

The secretary reported that an exposure draft of the Co-operatives Bill is now available for comment by the Federation. He advised the Office of Fair Trading seeks comments by early July, with a final draft being available for public comment for 28 days in August.

The secretary tabled a 3 phase program for consultation on the Bill. The objective of phase 1 is to respond to the exposure draft by 6 July, at a cost of \$1,170. Phase 2 will be to assist the government in consulting co-operatives on the bill, at a cost of \$5,990, plus \$2,350 for printing of 100 copies of the bill for sale. Phase 3, to ensure bi-partisan support for the bill and its smooth passage through parliament, will be subject to a further proposal.

Resolved

"The board approves the implementation of phases 1 and 2 of the consultation program at a cost of \$1,170 and \$8,340 respectively, and that phase 2 include the holding of an information session at Glenormiston."

"That the secretary be engaged to undertake the actions described in phases 1 and 2."

Distribution of the Victorian Co-operative News

The secretary advised that the *Victorian Co-operative News* is currently distributed to financial members of the Federation, other state federations and others. Directors discussed expanding the distribution of the bulletin.

Resolved

"That the secretary select 100 non members of the Federation to receive the Victorian Co-operative News."

Dissolved members

The Secretary advised that two members had been dissolved in previous year and recommended their shares be forfeited.

Resolved

"That the shares of the following dissolved members be cancelled and the associated share monies be credited to the forfeited share reserve:

<i>Dissolved Member</i>	<i>Shares to be forfeited</i>
<i>Australian Footwear Retailers Co-operative Ltd</i>	<i>121 to 125</i>
<i>Asia Pacific Co-operative Training Centre Ltd</i>	<i>386 to 390."</i>

31/96 FINANCIAL REPORT:

Profit and loss statement etc

The year to date, May profit & loss statement & balance sheet, bank balance at 31 May, 1996 and term deposit details were received.

Resolved

"That the financial accounts be adopted."

Parnell seminar

The secretary tabled the financial report of the seminar, for which the Federation incurred no overall cost.

Accounts payable

The secretary tabled a list of accounts for April/May for payment.

Resolved

"That the accounts as appended be approved for payment."

Term deposits

The secretary advised that after seeking the approval of the Chairman, he rolled over IOOF term deposits 209747 (\$15,533.36), 214634 (\$16,323.14) and 202644 (\$7,528.41) for further terms of 45 days, 180 days and 180 days respectively.

Resolved

"The Board endorses the secretary's action of rolling over IOOF term deposits."

33/96 SECRETARY'S REPORT:**Tasks performed April/May**

A report on tasks performed by the secretary during March and April was tabled.

Co-operative curriculum in schools

The secretary tabled a proposal for a project to increase co-operative knowledge in Victoria's education system.

Resolved

"That the secretary be engaged for a fee of \$1,500 to undertake a feasibility study to determine whether or not there is sufficient interest within Victoria's education system to proceed with the project to increase co-operative knowledge in educational institutions."

Image of co-operatives

The secretary reported that Vern Hughes has put a few thoughts to paper on promoting the image of co-operatives and that a proposal will be presented to next board meeting.

National Co-op Update

The secretary advised that Substitution Pty Ltd has proposed that the Federation and its members receive a \$25 discount (from \$65 to \$40) on a year's subscription to the *National Co-op Update*.

Resolved

"That the Federation provide the directors and secretary with a copy of the National Co-op Update for 12 months, at a cost of \$400, and for the secretary to promote the newsletter to members at a cost of \$40.00 per subscription."

34/96 GENERAL BUSINESS:**1996 annual general meeting**

The secretary advised that the board is required to hold the 1996 annual general meeting before the end of October.

Resolved

"That the annual general meeting be held in October."

"That the secretary approach Jan Wade MP to address the meeting, and to investigate an appropriate venue and costs."

"That the secretary present a set of draft end of year accounts and reports to the next board meeting."

35/96 NEXT MEETING:***Resolved***

"That the next ordinary Board meeting be held at VPC Wool Store, Brooklyn on Thursday 15 August, 1996 commencing at 10.30 am."

36/96 CLOSE:

The meeting closed at 12.30 pm.

Signed Date:/...../ 1996
(Chairman)

CO-OPERATIVE FEDERATION OF VICTORIA LTD

BOARD MEETING 20 JUNE, 1996

AGENDA ITEM 6.5

ACCOUNTS PAYABLE APRIL - MAY 1996

The following accounts for April and May are submitted for approval:

<u>PAYEE</u>	<u>PURPOSE</u>		<u>AMOUNT</u>
<u>April 1996</u>			
Anthony Gill	Corp Services, April '96	1520.00	
	Travel, Parnell Clinic	156.95	1676.95
Daylesford Newsagent	Stationery		101.90
Daylesford Video	Fax	101.50	
	Photocopy	266.10	367.60
Kwik Kopy Printing	Printing - Vic Co-op News		53.00
Nat Herd Improv Assoc	Dinner fee for retirement HI managers		42.50
Open Channel Co-op	Refund, seminar		90.00
Optus Communications	Long distance phone calls		76.05
Petty Cash	Postage		99.85
Plunkett Foundation	Book purchases/freight	524.55	
	Fee for bank draft	10.00	534.55
Substitution P/L	Insert in National Co-op Update		80.00
Telstra	Line rental, local calls		25.75
Urban Camp Co-op	Refund, seminar		45.00
		TOTAL	<u>\$3,193.15</u>

May 1996

Anthony Gill	Corp Services, May '96		1520.00
Daylesford Newsagent	Stationery		19.90
Daylesford Video	Fax	28.00	
	Photocopy	8.75	36.75
Kwik Kopy Printing	Printing - Vic Co-op News		111.00
Petty Cash	Postage	98.85	
	Stationery	0.85	99.65
Petty Cash	Postage	97.35	
	Stationery	0.95	98.30
Optus	Long distance phone calls		230.05
Plunkett Foundation	Book purchases/freight	1432.70	
	Fee for bank draft	10.00	1442.70
South'n Cross Bus Mac	Fax machine		1155.00
Telstra	Line rental, local calls		33.75
		TOTAL	<u>\$4,747.10</u>